

NOV 9 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Transmittal of Logistics Office Classification
Survey Reports

1. I am forwarding herewith for your review and use, a complete set of survey reports covering the recently completed departmental classification survey of the Logistics Office. The reports contain organization and position charts and functional statements for each component of the Office together with a position description for each authorized position. A narrative report documenting the background and highlights of the survey will be completed soon and provided to your Office.

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2. To complete the classification review of Logistics positions, plans are being made to survey the various field depots, and to follow that project with a survey of Logistics Career positions located organizationally outside the Logistics Office.

3. Upon completion of the review of Agency logistics positions, our efforts can be concentrated on a similar project for other categories of administrative positions as recommended in your memorandum of 28 October 1954, Subject: "Classification Survey of Administrative Positions".

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Assistant Director for Personnel

Attachments:
6 Survey Reports,
Reg. No. [REDACTED]

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